

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-7  
AUGUST 28, 2002***

***Administration and Management  
ADMINISTRATIVE CONTROLS***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** CFO3 (N. Scheller)  
**Type of Issuance:** Initial

**Certified by:** CFO/CAO (I.T. David)

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1. The National Weather Service uses administrative controls to ensure resources are utilized efficiently, effectively, and in compliance with applicable law. This directive provides the framework for establishing and issuing administrative controls within the organization.
2. Federal personnel, labor management, and equal employment opportunity laws and regulations and Federal agency policy, including policy set by the Office of Personnel Management (OPM), Equal Employment Opportunity Commission (EEOC), Department of Commerce (DOC), and National Oceanic and Atmospheric Administration (NOAA) must be followed when exercising administrative requirements.
3. This policy directive establishes the following authorities and responsibilities:
  - 3.1 The Chief Financial Officer/Chief Administrative Officer (CFO/CAO) is responsible for ensuring that Headquarters, Regional, and Staff Office Directors (NWS Directors) are provided with and held accountable for established administrative controls. The CFO/CAO approves the level at which administrative controls are implemented. Through the NWS Directives System the CFO/CAO issues NWS wide administrative control procedures and maintains a record of administrative controls at all levels.
  - 3.2 NWS Directors will implement administrative controls delegated to them by the CFO/CAO or established within their organizations. Directors may redelegate their authority in full or in part to subordinate officials as appropriate.
4. Redlegation levels are assigned under each program procedure.

5. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

<u>Signed, John E. Jones, Jr.</u>	<u>August 28, 2002</u>
John J. Kelly, Jr.	Date
Assistant Administrator	
for Weather Services	

Attachment

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Procedural Directives:

*NWS 1-701 - Telework*

*NWS 1-702 - Work Schedules*

*NWS 1-703 - Property Management*

*NWS 1-704 - Bankcard*

*NWS 1-705 - Time and Attendance*

*NWS 1-706 - Facilities Management*

Supporting Information:

Office of Personnel Management, Merit System Principles

Equal Employment Opportunity Commission Regulations and Enforcement Guidance

Federal Labor Relations Authority Regulations

Department of Commerce and NOAA Standards of Conduct

Public Law 106-346, Section 359 (Telework)

DOC Telework Policy and NOAA Implementation Plans

NAO 212-13 Information Technology Security Management (Telework)

NAO 212-14 Use of Internet (Telework)

Computer User's Guide for Protecting Information Resources (Telework)

DOC Internet Use Policy (Telework)

NOAA Policy on the Use of Internet and Electronic Mail (Telework)

DOC Leave Handbook

DOC and NOAA Travel Regulations

